

City of San Antonio

SUBJECT: Request for Proposals (RFP) for Voluntary Vision Insurance, (RFP 016-054, RFX# 6100007326), Scheduled to Open: **April 29, 2016**; Date of Issue: **March 28, 2016**

FROM: Denise D. Gallegos, C.P.M., CPPB
Procurement Administrator

DATE: April 7, 2016

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. I - TO THE ABOVE REFERENCED
REQUEST FOR PROPOSALS**

**QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 010, RESTRICTIONS ON
COMMUNICATION:**

Question 1: Who is the current carrier who services this account?

Response: Davis Vision Incorporated

Question 2: What is the total number of retiree's enrolled in the current City plan?

Response: The City of San Antonio currently has 372 retirees enrolled in the plan.

Question 3: Please provide renewal rates and plan.

Response: This rate information is proprietary.

Question 4: Please provide claims experiences.

Response: This is a fully funded program and the City is not provided with claims expenses.

Question 5: Are we bidding the retirees or just the civilians? The RFP references billing each retiree separately, and not through the City.

Response: Yes, responses should include plan(s) for active Civilian employees and retirees and the billing for retirees is direct billing to the member.

Question 6: The provided census does not have each employees' tier coverage?

Response: The tiers and number of participants are included as Exhibit 9 in the RFP per Attachment A, Proposed Plan Part III.

Question 7: How many of the 6,500 are considered FT employees?

Response: The total number of benefit eligible employees is 6,500.

**QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 007, PRE-SUBMITTAL
CONFERENCE:**

On Monday, April 4, 2016, the City of San Antonio and Human Resources Department hosted a Pre-Submittal Conference to provide information and clarification for the Voluntary Vision Insurance Request for Proposals. Below is a list of questions that were asked at the pre-submittal conference. The City's official response to questions asked is as follows:

Question 8: Are Packages clocked in at mail room or Office of the City Clerk?

Response: Packages are time stamped in at the time of receipt at the Office of the City Clerk.

Question 9: Are other lines of coverage out for bid?

Response: The City of San Antonio released a solicitation for a Third Party Administrator, on February 17, 2016 and was due on April 16, 2016..

Question 10: Can the City provide rates for the past 24 months?

Response: The premium provided by the current vendor is confidential and proprietary.

Question 11: If a provider quits today, how do we handle notice?

Response: Please describe your process for handling in detail.

Question 12: Are you getting notification of provider changes from current vendor?

Response: Yes. Notification is provided via email as changes occur.

Question 13: Are there any Agents we need to be aware of (outside broker)?

Response: The vision plan is a voluntary benefit paid fully by the employee. The City does not subsidize costs for this plan. In an effort to obtain the best rate for participants, the City's practice is to secure rates absent of commissions and/or broker fees. Any rates provided in the response this RFP that includes commissions and/or broker fees should be clearly identified.

Question 14: Does the City prefer to self bill?

Response: Yes, the City will self-bill based upon eligible members in the City's database as of the first day of the month.

Question 15: Does the City prefer on-line access?

Response: The City's benefits staff would need access to confirmed enrollment and print identification cards. Participants would need to print identification cards, look for in network providers, review plan declarations and other educational communications.

Question 16: How are eligibility files handled?

Response: During annual open enrollment the City provides a secure FTP file. An eligibility maintenance file would be provided bi-weekly.

Question 17: Does the City still do annual benefits fair?

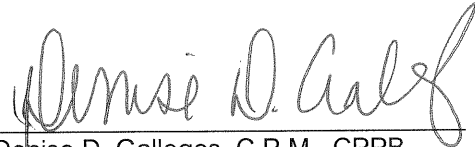
Response: The City conducts annual Open Enrollment for all City Personnel.

Question 18: Does the City expect the price quoted to remain for the extensions?

Response: The City expects the price for the initial term to remain static.

Question: Can participants offer other options or will they need to stick with what is being offered through the current vendor?

Response: Each vendor is allowed to provide options they feel are appropriate for this solicitation.

A handwritten signature in black ink, appearing to read "Denise D. Gallegos". The signature is fluid and cursive, with a horizontal line drawn across the middle of the letters.

Denise D. Gallegos, C.P.M., CPPB
Procurement Administrator
Finance Department – Purchasing
Division

